



Approved For Release 1999/09/26 : CIA-RDP78-06367A000100080001-1

INDUSTRIAL COLLEGE OF THE ARMED FORCES

OFFICE OF THE COMMANDANT  
WASHINGTON, D.C. 20315

Executive Registry

DD/S 67-6657

ICAF

27 DEC 1967

Honorable Richard Helms  
Director, Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Helms:

The Joint Chiefs of Staff have again provided for attendance of civilian students at the Industrial College of the Armed Forces, and a limited number of spaces have been set aside for carefully selected officials of government agencies. I am happy to invite you to nominate one candidate from your agency for the 1968-69 academic year. Registration is scheduled for 12 August 1968.

I inclose a copy of the selection criteria used last year by the Department of Defense in selecting its nominees. You may find this helpful in making your own selection. I am sure you will agree with me that your agency should be represented at the Industrial College by an individual who meets the following qualifications. He should:

- a. Be a volunteer and have a history of outstanding performance.
- b. Intend to make a career of the Federal Service.
- c. Be serving in the grade of GS-14, or higher, and be between the ages of 35 and 45 years.
- d. Possess the educational background, maturity, experience, and poise which will enable him to work on an equal footing with the other students in his class. These consist of approximately 30 other civilian officials of equivalent rank and qualifications, and approximately 150 senior officers of the Armed Forces. Nearly all possess college degrees and many have earned advanced degrees. Our experience indicates that a student who does not possess a college degree may encounter difficulty in keeping up with the course.

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e. Be employed in a position in which the education presented at the College will be beneficial, or in which he has demonstrated potential for employment in positions of increased responsibility wherein the education received at the College is considered necessary.

f. In short, be the sort of man whose absence for the ten-month course at the Industrial College will entail a real sacrifice by your organization.

Should your agency desire to be represented in the class of 1968-69, we would appreciate an indication to this effect no later than 15 February 1968. This will give us time to offer your quota to another agency if you are unable to nominate a candidate. Your nomination should be submitted no later than 1 April 1968, along with a personal history of sufficient substance to permit an evaluation of the nominee by the College. Clearance for access to Top Secret information and Atomic Energy Restricted Data is required for each student at the time of registration.

I feel that participation in the Resident Program by members of your agency has been mutually beneficial, and I look forward to a continuation of this association.

Sincerely,



L. I. DAVIS  
Lieutenant General, USAF  
Commandant

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1. DOD Selection Criteria
2. ICAF Catalog